



CITY OF HOUSTON

Job Posting

AP

Applications accepted from:

ALL PERSONS INTERESTED

Job Classification

SENIOR PAYROLL CLERK

Posting Number

PN# 112442

Department

Department of Public Works & Engineering

Division

Public Utilities Division

Section

Operations Support Branch

Reporting Location

611 Walker* - 22nd floor

Workdays & Hours

M - F, 7:30 a.m. – 4:30 p.m.*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Prepares and monitors general payroll and P.D. Form 201 activities, procedures and various reports for compliance with city ordinances, policies and procedures. Maintains department personnel/payroll records and prepares related reports. Answers employee' payroll, personnel, retirement, worker's compensation and/or benefit inquiries. Resolves payroll check discrepancies and/or P.D. Form 201 discrepancies. Confers with employees when special payroll problems occur. Performs data entry activities to update records. May process retirement applications. May calculate and post department employees' earnings, including overtime, shift differentials, deductions and exemption. May assist in distribution of paychecks. Reconciles payroll and accounting reports. May train timekeepers/payroll clerks in maintaining records. Processes payroll wage statements as required. Performs other duties as necessary.

WORKING CONDITIONS

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a high school diploma or a GED.

MINIMUM EXPERIENCE REQUIREMENTS

Two (2) years of payroll/payroll-related experience is required.

MINIMUM LICENSE REQUIREMENTS

Valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).

PREFERENCES

Preference will be given to applicants with working knowledge of personal computers and Microsoft applications (i.e. Outlook, Word, Excel, Access) and/or an automated - Advantage 2000 payroll system.

SELECTION/SKILLS TESTS REQUIRED None

However, the Department may administer a skill assessment evaluation.

SAFETY IMPACT POSITION ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 13

\$824 - \$1,154 Biweekly \$21,424 - \$30,004 Annually

OPENING DATE

August 9, 2006

CLOSING DATE

August 22, 2006

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-7153. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An equal opportunity employer